

**CITY OF PLEASANT HILL**

**INSTRUCTIONS FOR COMPLETING CONTRACTOR'S BUSINESS LICENSE  
APPLICATION AND CALCULATION OF TAX**

**NOTE:**      **If you are no longer in business in Pleasant Hill,** please return the application with a note attached or written across it stating the date you went out of business and where the business moved, if applicable. Please sign and date the note.

**STEPS FOR COMPLETION OF APPLICATION:**

1. Review application for accuracy of printed information. Make changes, if necessary. Please list all subcontractors who work on your Pleasant Hill jobs on the reverse side of the application. If you don't have any subcontractors, initial the statement to that effect on the front of the application.
2. SIGN AND DATE APPLICATION ON FRONT SIDE.

**INSTRUCTIONS FOR CALCULATION OF TAX:**

Any person who does business as a contractor in the City of Pleasant Hill shall pay a tax based on his/her **choice** of the following two options. You may choose the option that results in the **lower** tax. **(Note for Pleasant Hill contractors: You must obtain an annual license under either option. The tax may be prorated if your PH business started on or after February 1, 2006. The minimum tax is \$21.)**

Option A:    **Flat Rates**                      Annual \$267                      Semi-Annual \$146                      Quarterly \$79

Option B:    **Gross Receipts**                      This option is available only for an **annual** license. **See tax rate schedule on back.**

Make check payable to: CITY OF PLEASANT HILL.

**DUE DATE:**                                      January 1, 2006. Payment may be made without penalty if **POSTMARKED** on or before January 31, 2006.

**DELINQUENT DATE:**                      February 1, 2006

**DELINQUENT PENALTIES:**                      Penalties are 20% for each month or portion of a month the tax is delinquent, up to 100%.

\*                      If you have questions or need help with your calculation, call (925) 671-5234.

\*                      Use envelope provided or mail application and payment to:

CITY OF PLEASANT HILL  
BUSINESS LICENSE DEPARTMENT  
100 GREGORY LANE  
PLEASANT HILL, CA 94523-3323

**SEE BACK FOR TAX RATE SCHEDULE**